

**Harvard Medical School  
Office for Human Resources**

**Reappointment of Annual Appointment Process (RAAP) for Academic Non Faculty: due by May 9, 2016**

Non-faculty academic titles are considered annual appointments and as such need to be reviewed each year for reappointment by July 1. This MARS report is specifically designed to expedite the processing of the large volume of annual academic reappointments that typically end on June 30.

- ✓ Research Associates, Associates
- ✓ Research Fellows
- ✓ Clinical Fellows

This **Review of Annual Non-Faculty Academic**, located on the MARS system, is specifically designed to expedite the processing of the large volume of Fellows reappointments that typically end on June 30. The data presented in the RAAP output serves 3 purposes:

- 1) To collect information for those appointees to be reappointed for the new academic year beginning July 1.
- 2) To collect termination information for those appointees who have left or will be leaving.
- 3) To enable Human Resources to use the same spreadsheet downloaded from MARS to upload into Harvard's PeopleSoft system.

For MARS access please contact Jennifer Galbraith Ryan at [jennifer\\_ryan@hms.harvard.edu](mailto:jennifer_ryan@hms.harvard.edu)

**The RAAP reports must be completed and sent as an Excel file by May 9.** Send the completed RAAP files using the naming convention DEPARTMENT NAME.LOCATION.FELLOWS via email to your Academic Appointments Coordinator with a *cc* to your appointing department head and to [hr\\_transactions@hms.harvard.edu](mailto:hr_transactions@hms.harvard.edu). *Please be advised that your cc of the appointing department head constitutes his/her approval of the reappointments included on the spreadsheet.* Without this *cc* we cannot process these reappointments.

## Accessing the RAAP Report

### **Accessing RAAP on MARS :**

MARS (Medical Area Reporting System) can be accessed via this [direct link](#) or from the Applications box on the [eCommons](#) home page, after log in.

1. Once on MARS click on the MAIN MENU in the crimson banner at the left hand top of the page.
2. On the next screen you will see the link for HR PeopleView on the left and HR Reports on the right. Click on HR Reports.
3. Click on EMPLOYEE and JOB LISTS.
4. Click on **Review of Annual Appointments Non-Faculty Academics**.

## Running the RAAP Report

### **Running the RAAP for Non Faculty Academics**

RAAP is designed to report out any Instructor or Lecturer with an end date between your run date and December 31 of the current calendar year.

# Medical Area Reporting System

## Review of Annual Appointments Non Faculty Academics Criteria

HR Department: \*All Departments  
Anaesthesia-Beth Israel Deaconess (100147)  
Anaesthesia-Boston Children's Hospital (100139)  
Anaesthesia-Brigham and Women's Hospital (100156)  
Anaesthesia-Massachusetts General Hospital (100164)  
Biological Chemistry & Molecular Pharmacology (100160)  
Cell Biology (100165)  
Dermatology-Beth Israel Deaconess (103356)  
Dermatology-Brigham and Women's Hospital (103355)  
Dermatology-Massachusetts General Hospital (100152)

Division: \*All Divisions  
Adm-House Staff  
Administration  
Adolescent Medicine  
Adult Oncology  
Aging

Location: \*All Locations  
1 Oxford St. Science Ctr  
100 Old Causeway Rd. Concord  
107 Lincoln St  
12 Oxford St. Conant Chem Lab  
1350 Mass Ave. Holyoke Ctr  
1430 Mass Ave  
15 Eliot St. Taubman Bldg  
15 Harvard Way. Morgan Hall  
16 Divinity Ave. Biological

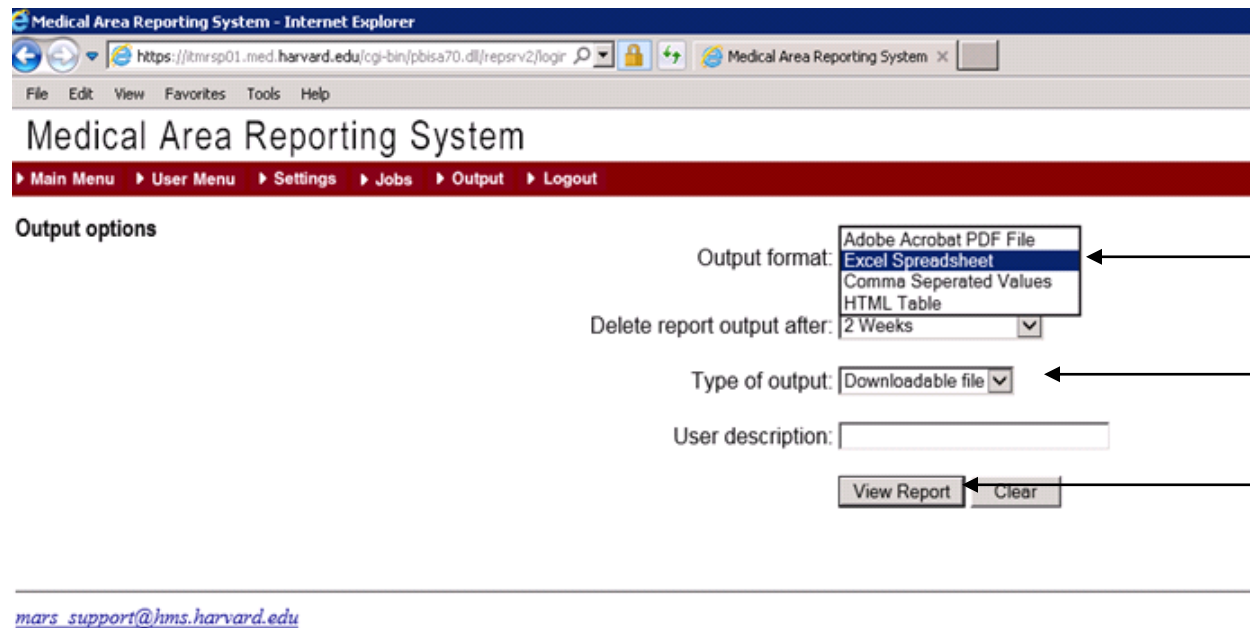
Continue ← Clear

**Step 1: Select your department from the drop down list.**

The report may also be run by division if your department has reported division data to us

The report may also be run for a specific location

**Click Continue**



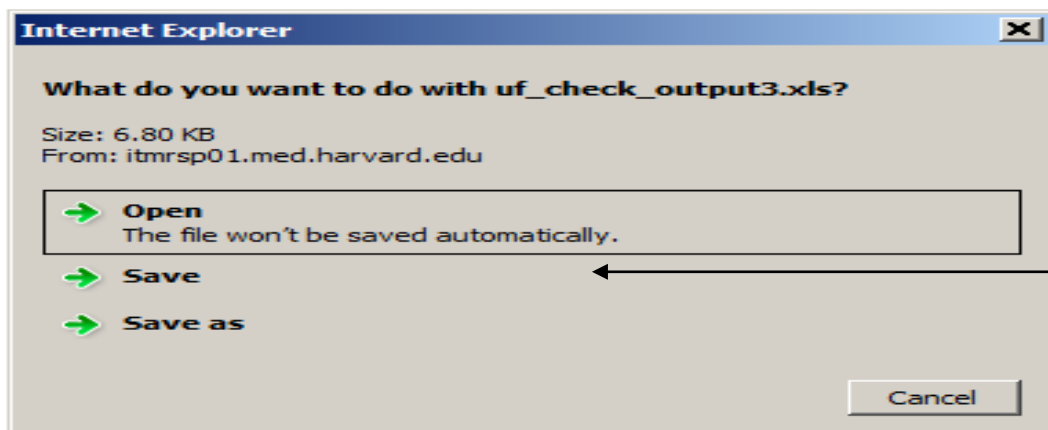
**Step 2: Format the Output**

**\*\*Important change from previous years \*\***

Choose Excel Spreadsheet from the drop down menu as the Output Format.

Type of output should be Downloadable file

Click View Report



**Step 3: Save your RAAP file to your computer**

When MARS has completed the RAAP file you may see a dialog box asking to open or save the file.

Save to your computer using the following naming convention:

DEPARTMENT NAME.LOCATION.FELLOWS:

Examples:

Medicine.BWH.fellows.xlsx

CellBiology.HMS.fellows.xlsx

**Please Note:**

The MARS Excel output will be version 1997-2003 xls. You may need to save as .xlsx depending on your computer's operating system

## Collecting the Data

The RAAP spreadsheet will list all current Non-Faculty Academics, both full-time and part-time that have an end date between the day you run the report and December 31 of the current calendar year. The vast majority will be June 30<sup>th</sup> end dates.

Use the spreadsheet to identify reappointments, terminations, record the new information required for Non-Faculty Academics, and to submit to HR for action.

You may sort your Excel spreadsheet by Job Code Description, Location, or any other sort that will assist you in completing the process. You may also expand the columns width and wrap column headings. It may be helpful to hide columns you will not be entering data into.

**Do not delete or move any of the columns. It is also important not to change any data in columns A through T. If any data are changed in these columns, we will not be able to upload your reappointments or terminations into PeopleSoft.** Changes to information in those columns, such as title, location, etc., must be done via eTad. However, you may use column Z for any comments or special instructions you wish to communicate.

In this sample, we have expanded the columns and wrapped the headings, and have sorted by Job Code Description (the short title) and then by last name for ease of use:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Employee ID	Empl Rcd	Effective Dt	Action	Action Reason	Last Name	First Name	JobCode	JobCode Description	Employee Class	Employee Class Descr	Dept Type	Department ID	Department Name	Tub	Job Location	Job Location Descr	Division	Division Descr	Appointment End Date	New Effective Date	Termination Reason: VNO (Resigned/Quit/Other), RET (Retired) DEA (Deceased)	New Appointment End Date	Delete Appt End Date?(Y or blank)
2	10911111	0	'06/20/2013'	HIR	HIR	Sheh	Meela	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0011	Internal Medicin	06/30/2015				
3	40999999	0	'07/01/2013'	HIR	HIR	Chin	Jason	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0044	Cardiology	06/30/2015				
4	10888888	0	'06/20/2011'	HIR	HIR	Carra	Ned	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0044	Cardiology	06/30/2015				
5	10444444	0	'06/20/2011'	HIR	HIR	Selles	Ryanne	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0011	Internal Medicin	06/30/2015				
6	90666666	1	'06/20/2014'	DTA	JOB	Cunningham	Jenna	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0011	Internal Medicin	06/30/2015				
7	40888888	0	'07/01/2012'	HIR	HIR	Kaufmann	Gretchen	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0033	DFCI, 44 Binney St			06/30/2015				
8	50999999	0	'07/07/2014'	HIR	HIR	Peters	Anna	'061103'	Research Associate (Oth	O	Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0039	Pulmonary	06/30/2015				
9	90777777	0	'07/01/2010'	JRC	DMO	Ha	Rung	'061103'	Research Associate (Oth	O	Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0134	Channing Divisio	06/30/2015				
10	30666666	0	'09/01/2014'	HIR	HIR	Mederas	Marco	'069599'	Research Fellow, (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0042	BWH, 221 Longwoi	HMS0035	Endocrinology	05/01/2015				
11	10888888	0	'05/02/2010'	HIR	HIR	Jang	Joon	'069599'	Research Fellow, (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0093	Genetics	06/30/2015				
12	20888888	2	'09/01/2013'	HIR	FPD	Gonzalez	Ginny	'069599'	Research Fellow, (Stip)	Z	Post Docs (External Be	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0107	VA Med Centers	06/30/2015				
13	30777777	1	'08/01/2013'	HIR	ADL	Reyes-Smith	Edward	'000026'	Visit Pstgrd Res Fellow (S	N	External Post Docs NH	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis S	HMS0036	General Medicin	06/30/2015				
14	50999999	0	'05/01/2014'	HIR	HIR	Ames	Melissa	'000028'	Visiting Grad Student (Sti	N	External Post Docs NH	CLIN	'100178'	HMS*Medicine	HMS	HX0042	BWH, 221 Longwoi	HMS0100	Sleep Medicine	05/31/2015				
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**To Reappoint:**

1. Do not delete or change any data in columns A through T. Column X is not applicable to this process.
2. Enter the New Appointment End Date in column **W**.

**Helpful Hints:**

- ✓ For Clinical Fellows enrolled in a residency program the appointment end date should be the end date of their residency.
- ✓ If someone is in the process of being promoted, reappoint so they remain active during the promotion process.

**Sample:**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
	Employee ID	Empl Rod	Effective Dt	Action	Reason	Last Name	First Name	JobCode	JobCode Description	Class	Employee Descr	Dept Type	Department ID	Department Name	Tub	Job Location	Descr	Division	Division Descr	End Date	New Effective Date	Termination Reason: VNO (Resigned/Quit/Other), RET (Retired), DEA (Deceased)	New Appointment End Date	Delete Appt End Date?(Y or blank)
2	10911111	0	'06/20/2013'	HIR	HIR	Sheh	Meela	'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015			6/30/2016	
3	40999999	0	'07/01/2013'	HIR	HIR	Chin	Jason	'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0044	Cardiology	06/30/2015			6/30/2016	
4	10888888	0	'06/20/2011'	HIR	HIR	Carra	Ned	'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0044	Cardiology	06/30/2015			6/30/2016	
5	10444444	0	'06/20/2011'	HIR	HIR	Selles	Ryanne	'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015				
6	90666666	1	'06/20/2014'	DTA	JOB	Cunningham	Jenna	'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015			6/30/2017	
7	40888888	0	'07/01/2012'	HIR	HIR	Kaulmann	Gretche	'061353'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0033	DFCI, 44 Binney			06/30/2015			6/30/2016	
8	50999999	0	'07/07/2014'	HIR	HIR	Peters	Anna	'061103'	Research Associate (Dt O		Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0039	Pulmonary	06/30/2015			6/30/2016	
9	90777777	0	'07/01/2010'	JRC	DMD	Ha	Rung	'061103'	Research Associate (Dt O		Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0134	Channing Divisio	06/30/2015			6/30/2016	
10		0	'09/01/2014'	HIR	HIR	Mederas	Marco	'069599'	Research Fellow, (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0042	BWH, 221 Longw	HMS0035	Endocrinology	05/01/2015				
11	10888888	0	'05/02/2010'	HIR	HIR	Jang	Joon	'069599'	Research Fellow, (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0093	Genetics	06/30/2015				
12	20888888	2	'09/01/2013'	HIR	FPD	Gonzalez	Ginny	'069599'	Research Fellow, (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0107	VA Med Centers	06/30/2015			6/30/2016	
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**To Terminate:**

**Timely reporting of faculty and appointees who have left Harvard is very important as many other business processes, such as Conflict of Interest, rely on this information.**

1) Enter in the effective date of the termination in the ‘New Effective Date’ column **U**.

Example:

- If an appointee is due to leave on June 30 fill in 07/01/2015 in the ‘New Effective Date’ column **U**.
- If an appointee is due to leave on September 14 fill in 9/15/2015 in the ‘New Effective Date’ column **U**.

2) If an appointee has left or will be leaving the Hospital/HMS enter the 3 character reason code in column **V**.

- **VNO** if the person has Resigned, Quit, or Other reason
- **RET** if the appointee has Retired
- **DEA** if the appointee is Deceased

**The sample below shows both the reappointments and the terminations completed.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Employee ID	Empl Rod	Effective Dt	Action	Reason	Last Name	First Name	JobCode	JobCode Description	Class	Employee Class Descr	Dept Type	Department ID	Department Name	Tub	Job Location	Descr	Division	Division Descr	Appointment End Date	Effective Date	Termination Reason: VNO (Resigned/Quit/Other), RET (Retired) DEA (Deceased)	New Appointment End Date	Delete Appt End Date? (Y or blank)
2	1091111	0	'06/20/2013'	HIR	HIR	Sheh	Meela	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015			6/30/2016	
3	4099999	0	'07/01/2013'	HIR	HIR	Chin	Jason	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0044	Cardiology	06/30/2015			6/30/2016	
4	1088888	0	'06/20/2011'	HIR	HIR	Carra	Ned	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0044	Cardiology	06/30/2015			6/30/2016	
5	1044444	0	'06/20/2011'	HIR	HIR	Selles	Ryanne	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015	7/1/2015	VNO		
6	9066666	1	'06/20/2014'	DTA	JOB	Cunningham	Jenna	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0011	Internal Medicine	06/30/2015			6/30/2017	
7	4088888	0	'07/01/2012'	HIR	HIR	Kaufmann	Gretche	'061359'	Fellow, Clinical (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0033	DFC, 44 Binney St			06/30/2015			6/30/2016	
8	5099999	0	'07/07/2014'	HIR	HIR	Peters	Anna	'061103'	Research Associate (Dr O	O	Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0039	Pulmonary	06/30/2015			6/30/2016	
9	9077777	0	'07/01/2010'	JRC	DMD	Ha	Rung	'061103'	Research Associate (Dr O	O	Other Faculty	CLIN	'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0134	Channing Division	06/30/2015			6/30/2016	
10	3066666	0	'09/01/2014'	HIR	HIR	Mederas	Marco	'069599'	Research Fellow, (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0042	BWH, 221 Longw	HMS0035	Endocrinology	8/31/2015	9/1/2015	VNO		
11	1088888	0	'05/02/2010'	HIR	HIR	Jang	Joon	'069599'	Research Fellow, (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0093	Genetics	06/30/2015	7/1/2015	VNO		
12	2088888	2	'09/10/2013'	HIR	FPD	Gonzalez	Ginny	'069599'	Research Fellow, (Stip)	Z	Post Docs (External E CLIN		'100178'	HMS*Medicine	HMS	HX0015	BWH, 75 Francis	HMS0107	VA Med Centers	06/30/2015			6/30/2016	
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## Submitting the RAAP Sheets to Human Resources

### **Return the RAAP Sheets by May 9, 2016**

The RAAP report must be completed and sent as Excel files. Send the completed RAAP files via email to your HR Transactions Coordinator with a *cc* to your appointing department head as shown in the example below. ***Please be advised that your cc of the appointing department head constitutes his/her approval of the reappointments included on the spreadsheet.*** Without this *cc* we cannot process these reappointments.

TO: See chart below

CC: the appointing department head

Please use the using the following naming convention: DEPARTMENTNAME.LOCATION.FELLOWS:

Examples:

Medicine.BWH.fellows.xlsx

CellBiology.HMS.fellows.xlsx

Academic Appointing Departments	<a href="#">Human Resources</a> Annual Non-Faculty Appointments and Payroll for all ranks
Anaesthesia	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Biological Chemistry & Molecular Pharmacology	<a href="#">Stefanie Brewster</a> , 617-432-3179
Cell Biology	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Dental School	<a href="#">Chirelle Hitt</a> , 617-432-1599
Dermatology	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Emergency Medicine	<a href="#">Stefanie Brewster</a> , 617-432-3179
Genetics	<a href="#">Mark Levy</a> , 617-432-1599
Global Health and Social Medicine	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Health Care Policy	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601



Medicine- BIDMC, BWH	<a href="#">Stefanie Brewster</a> , 617-432-3179
Medicine-MGH	<a href="#">Stefanie Brewster</a> , 617-432-3179
Microbiology and Immunobiology	<a href="#">Stefanie Brewster</a> , 617-432-3179
Neurobiology	<a href="#">Chirelle Hitt</a> , 617-432-3901
Neurology	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Neurosurgery	<a href="#">Mark Levy</a> , 617-432-1599
Obstetrics Gynecology & Repro. Biology	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Ophthalmology	<a href="#">Chirelle Hitt</a> , 617-432-3901
Orthopedic Surgery	<a href="#">Mark Levy</a> , 617-432-1599
Otology and Laryngology	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Pathology	<a href="#">Mark Levy</a> , 617-432-1599
Pediatrics	<a href="#">Mark Levy</a> , 617-432-1599
Physical Medicine and Rehabilitation	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Population Medicine	<a href="#">Chirelle Hitt</a> , 617-432-3901
Psychiatry	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Radiation Oncology	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Radiology- Beth Israel-Deaconess	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Radiology	<a href="#">Margaret Gawin-Paez</a> , 617-432-1601
Surgery	<a href="#">Mark Levy</a> , 617-432-1599
Systems Biology	<a href="#">Mark Levy</a> , 617-432-1599